Information Technology Advisory Board

Project Management Standing Committee Charter

1.0 Authorization

The Project Management Standing Committee is established at the discretion of the Information Technology Advisory Board (ITAB) Chairperson for the purpose of assisting in the facilitation of ITAB business. This authorization is specified in Section 5.2 of the ITAB charter.

2.0 Name

The official name of this organization is the Project Management Standing Committee.

3.0 Purpose

The Project Management Standing Committee (hereafter PMSC) is established for the primary purpose of assisting in the facilitation of ITAB business. More specifically, it is intended to provide leadership, guidance and recommendations to the ITAB consistent with the recommendations below.

3.1 Objectives

PMSC advises ITAB and other state entities on project management best practices to ensure an implementation environment that is conducive to solving business problems. PMSC fosters cooperation and information sharing among state agencies and other stakeholders to enhance overall management of projects and to champion the process of project alignment to the strategic goals and objectives of the state entities.

Understanding that project management necessitates a partnership between technology and business, PMSC will include the business of government within its objectives.

Specific objectives of PMSC include:

3.1.1 Advance project management awareness and capability level for projects by defining methodologies and establishing processes which encompass all project management disciplines

      3.1.2   Provide direction and implement project management strategies, policies, and procedures that allow the most effective and efficient use of resources and for project prioritization methods.

      3.1.3   Proactively promote the discipline of project management best practices to all state government agencies, departments or entities.

      3.1.4   Identify, provide and promote certification and continuing professional development in the area of project management.

      3.1.5   Include and encourage project management participation from within the non-technical community.

4.0 Membership

4.1 Members

Representatives of the Information Technology Advisory Board (ITAB) member agencies are eligible for Committee membership. The Chairman and Vice Chair are required to be members of ITAB, while Subcommittee Chairs and subcommittee members are not.

5.0 Structure

5.1 Officers

Chairpersons are designated annually by the ITAB chairperson and presented to ITAB for confirmation in the April ITAB meeting.

5.2 Subcommittees

Subcommittees may be established at the discretion of the PMSC chairperson. The chairperson will maintain written documentation of the subcommittee structure and purpose.

6.0 Duties and Responsibilities

6.1 Members

Members are expected to be knowledgeable as to the discipline of project management. Members are expected to attend and participate in PMSC meetings. Members are a vital link between PMSC and state agencies by promoting the use of project management methodology and fostering the continuous improvement of project management skills.

6.2 Chairperson

The Chairperson is responsible for leadership and coordination of all PMSC activities. The Chairperson is responsible for maintaining close cooperation and working relations with members and with ITAB. The Chairperson solicits and maintains current PMSC membership. The Chairperson is responsible for meeting schedules, meeting agendas, conduct of meetings and the documentation of meetings. The Chairperson develops and presents PMSC recommendations to the ITAB.

6.3 Vice Chairperson

The Vice Chairperson is responsible assisting the Chairperson and assuming the duties of the Chairperson temporarily when the Chairperson is unavailable for any reason.

6.4 Information Technology Services Division

A representative from the Information Technology Services Division will attend PMSC meetings to provide administrative support to the Chairperson. Support functions include the development and enhancement of materials established to support PMSC activities.

6.5 Archivist

The Archivist is a staff representative from the State CIO's office appointed by the State CIO to work with the PMSC and subcommittees in documenting policies, standards and best practices.

7.0 Policy and Standards

The PMSC will advise ITAB on project management related processes, procedures, and mechanisms for projects in order to improve the probability of a successful project delivered on time, on budget and within the prescribed quality standards of the project. Also, the PMSC will focus on project management training related to solving business problems. Such solutions may or may not have information technology as a component.

8.0 Meetings

Committee meetings are normally held on a monthly basis at the discretion of the Chairperson. The meetings are open meetings with the agenda set by the Chairperson. Closed meetings may be held in compliance with RSMo Chapter 610 (Sunshine Law).

9.0 Term of Charter and Amendments

9.1 Term

This charter shall exist as written or as amended by section 9.2 until such time as the PMSC is dissolved.

9.2 Amendments

This charter shall be amended when a motion to amend is agreed to by two thirds of the voting members during a meeting of a quorum of the members. A member must submit an amendment to the Chairperson in writing in order for the amendment to be considered. Amendments are presented to the membership at the first meeting after the Chairperson is in receipt of the amendment. Amendments are voted on at the meeting following the presentation. Final approval will be granted by ITAB.

10.0 Appendix

The Chairperson will be responsible for documenting Committee activities through the use of active appendices to this Charter. These appendices will be submitted to and reviewed by the ITAB Committee annually. The appendix will contain, but not be limited to, the following:

1. Managed Portfolio – This appendix will list all of the activities undertaken by the committee. The list will include the activity, individuals responsible for activity, which Charter section the activity is in support of, duration of activity and activity reference number.

2. Policies created/supported – This appendix will contain all of the policies recommended, adopted and supported by the committee. Each policy should be referenced by portfolio number.

3. Reference Materials – This section will contain all materials developed in support of the portfolio (i.e. Training materials, white papers, etc.). Each document will be referenced by portfolio number.

4. Subcommittee Charters – If in pursuit of the Charter objectives the Chairperson deems that a subcommittee is necessary, the charter for that committee will be shown in this appendix, referenced by portfolio number.

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Appendix

1.0 Authorization

This appendix is required under section 10.0 of the charter. It is divided into the following sections:

1. Managed Portfolio – This appendix will list all of the activities undertaken by the committee. The list will include the activity, individuals responsible for activity, which Charter section(s) the activity is in support of, duration of activity and activity reference number.

2. Policies created/supported – This appendix will contain all of the policies recommended, adopted and supported by the committee. Each policy should be referenced by activity reference number.

3. Reference Materials – This section will contain all materials developed in support of the portfolio (i.e. Training materials, white papers, etc.). Each document will be referenced by activity reference number.

4. Subcommittee Charters – If in pursuit of the Charter objectives the Chairperson deems that a subcommittee is necessary, the charter for that committee will be shown in this appendix, referenced by portfolio number.

Managed Portfolio

Activity Reference Number	Activity	Responsible Individual(s)	Activity Duration	Charter Section(s)	Notes

Policies Created/Supported

Policy Number	Description	Policy Document Link/Location

Reference Materials

Reference Number	Description	Document Link/Location

Subcommittee Charters

Subcommittee Name	Description	Charter Link/Location